



Job Opportunity

California State Lands Commission

The State Lands Commission is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religion, political affiliation, age, medical condition, political/religious opinion, discrimination complaint filing or sexual orientation.

December 10, 2008

PUBLIC LAND MANAGEMENT SPECIALIST III

\$4,619 - \$5,616 per month

OR

PUBLIC LAND MANAGEMENT SPECIALIST II

\$3,841 - \$4,670 per month

OR

PUBLIC LAND MANAGEMENT SPECIALIST I

\$3,262 - \$3,893 per month

(WILL CONSIDER FILLING AT ANY LEVEL - DUTIES WILL BE ADJUSTED ACCORDINGLY)

Under the direction of a Public Land Manager, the Public Land Management Specialist III will perform the following duties:

DUTIES AND RESPONSIBILITIES:

- Review status determination reports prepared by the Title Unit of the Land Management Division;
- Analyze applications for proposed uses on the State's ungranted sovereign tide and submerged lands and school lands;
- Review lease applications and associated documents for completeness;
- Negotiate leases of land under the Commission's jurisdiction for uses of open space, wildlife habitat, preservation and enhancement of wetlands, recreational uses, pipelines, and commercial and industrial uses;
- Prepare correspondence regarding the leasing of sovereign lands;
- Re-negotiate periodic rent reviews and lease renewals;
- Prepare calendar items and make recommendations for Commission action and other related work;
- Make presentations to management, the Executive staff, and to the Commission concerning major projects and issues;
- Provide assistance to journey level Public Land Management Specialists with lease negotiations and title settlement issues;
- Provide training and advise junior level Public Land Management Specialists;
- Analyze alternatives to proposed projects and negotiate conflict resolutions, prepare staff reports regarding findings, and make recommendations to management;
- Assist other Public Land Management Specialists in monitoring lease mitigation requirements and compliance with lease conditions;
- Conduct research and prepare studies on issues that may have an impact on the jurisdiction or functions of the State Lands Commission;
- Review research and studies, prepared by others, on issues which affect the jurisdiction and functions of the State Lands Commission;
- Write letters, memoranda, and other documents relevant to the functions and duties of a Public Land Management Specialist;
- Perform other duties as required.

DESIRABLE QUALIFICATIONS:

- Excellent organizational skills;
- Excellent written and verbal communication skills;
- Ability to work independently, exercise confidentiality, and use good judgment;
- Familiarity with Microsoft Office programs (Word, Excel, PowerPoint), Novell GroupWise, and other common computer programs;
- Ability to work in a multi-disciplinary team environment;
- Ability to establish and maintain a professional working relationship with a variety of personalities in diverse situations.

POSITION LOCATION:

100 Howe Avenue, Suite 100-South
Sacramento, CA 95825

Free parking – Near Light Rail – On bus routes

HOW TO APPLY:

Submit resume & standard State application to:

**California State Lands Commission
Personnel Office
100 Howe Avenue, Suite 100-South
Sacramento, CA 95825-8202
Telephone: (916) 574-1910
FAX (916) 574-1915**

Faxed and emailed applications will not be accepted.

FINAL FILING DATE: Until Filled

WHO MAY APPLY:

State employees with transfer eligibility, reinstatement eligibility, or employment list eligibility. Transfers from surplus agencies or individuals on SROA/Surplus will be given first consideration.

Former State employees with reinstatement eligibility or employment list eligibility.

Non-State employees who have already taken an examination for this job classification and have established employment list eligibility.

Applications will be screened and only the most qualified candidates will be scheduled for an interview.